



Negotiated Changes for 2020



- Electronic Surveys for Student Evaluations
- Changes to the Summary Evaluation Form
- New Progress Reports for Improvement Plans
 - Changes for Faculty who Teach Online

New Option for Student Evaluations

- Evaluators may elect to use electronic surveys rather than Scantrons.
- Must notify EvaluationKIT Administrator 1 week in advance.
- **Instruction Sheet has all the details, including script.**
- Evaluations administered in-class, as before, but with students using their smart-phones or laptops, logging in through Canvas.
- For those who lack a smart-device or are absent, survey will remain open for one week.
- Students may not go back later and edit.
- Reminders will be sent via Canvas and email.

Changes to Summary Evaluation Form

- Form now asks if evaluation qualifies part-timer to earn or maintain staffing preference.
- Form now includes staffing-preference application attached as last page.

Changes to Improvement Plans

- For probationary faculty, timelines now allow for improvement plan any semester (if evaluation warrants).
- Improvement Plan form has been modified to better connect recommendations to negotiated criteria.
- UF should be notified any time an Improvement Plan is given.
- Progress to be monitored by Division Dean (or designee), in consultation with the Department Chair(s).
- For probationary and tenured full-time faculty, Progress Report Form must be completed by VPI (or designee), in consultation with Department Chair(s), and submitted to the College President.

Improvement Plan Progress Reports

- For probationary faculty in their first, second or third semester, the Progress Report must be submitted before February 1 of the faculty member's fourth semester. For probationary faculty who receive an improvement plan after the third semester, the **deadline is Feb. 1** of the 8th semester on tenure track.
- Report should include a summary of all previous evaluations; summary of concerns articulated in the improvement plan; summary of progress made in responding to areas of concerns; and summary of how faculty member has met professional responsibilities.
- Purpose is to inform tenure decision (but no recommendation is made on the form). Evaluatee gets copy and 10 days to respond.

Changes for Faculty Who Teach Online/Hybrid

- Training required for all who teach online (compensated for those already teaching online who never attended training). **See 27.2.**
- Faculty teaching online for the first time must be evaluated (if off-schedule, dept. assigns one evaluator and member may add a second, etc. following part-time procedures; off-schedule eval does not count towards tenure or staffing preference decisions).
- Faculty teaching online for the first time must be evaluated by at least one professor who is qualified to teach online. After that, online experience is recommended but not required.
- Forms and procedures have changed substantially. New forms and guidebook are available online.

Other Changes

- Evaluation portfolios should now always include Observation PLAN forms.
- Timetable for spring hires has been clarified. 1st-semester (spring) evaluation is optional (up to department) using part-time procedure.
- Hybrid classes may be treated as online, in-person, or both, except for first-time-ever-online policies.
- New article protecting Academic Freedom. Broad protection for faculty but not a license to deviate regularly from course content.